

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Job Placement Specialist

Class Code: 50432

A. Purpose:

Provides job development, placement, work direction, and counseling for individuals in need of specialized placement services to provide employment opportunities.

B. Distinguishing Feature:

Job Placement Specialist implements job developments and placement for patients, penitentiary trustees, or individuals with disabilities and is responsible for project development, counseling, and project evaluation.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Develops placement opportunities to provide appropriate training and placement for individuals.
 - a. Contacts employers.
 - b. Determines necessary accommodations of applicants.
 - c. Assesses the feasibility of meeting applicant and employer needs.
 - d. Surveys businesses or work areas for placement opportunities.
2. Interviews applicants and makes job placements to ensure placements are appropriate and in accordance with department/agency guidelines.
 - a. Formulates employment plans so applicants set goals and objectives to reach permanent employment.
 - b. Places applicants based on medical history, aptitude, personal factors, and employer's needs.
 - c. Monitors the work of applicants by meeting with work area supervisors to ascertain the effectiveness of work placement projects.
 - d. Counsels applicants and work area supervisors to resolve problems and provide the suitable work arrangements.
 - e. Provides written evaluations of applicant's performance to inform interested parties and applicants of quality of work and to establish an hourly wage.
 - f. Provides job-seeking skills information including preparation of a resume and answering general questions regarding employment.
3. Maintains records of payroll information, project success or failure, and budgetary expenditures to provide statistical records of placements.
4. Performs other work as assigned.

D. Reporting Relationships:

Typically does not supervise, but may supervise subordinate staff that assist in placement and provide work training at placement sites.

E. Challenges and Problems:

Challenges include locating and developing employment opportunities that provide job training and the supervision needed by the applicant. This is further complicated by the need to satisfy the employer and ensure that the clients who have multiple disabilities do jobs, which will not aggravate their disability or limit productivity.

Typical problems include locating suitable employment and training sites, determining if adaptations are needed to accommodate the applicant, and resolving problems that arise after a placement had been made.

F. Decision-making Authority:

Decisions include determining where to locate work areas or businesses, how to set up work schedules, if an employment opportunity is feasible for the applicant and the employer, and what the pay scale for workers should be.

Decisions referred include capital asset requests, interpretation of policy, educational requests, and the need for rehabilitation or professional counseling.

G. Contact with Others:

Daily contact with applicants, referring agencies and counselors, work area supervisors, and various business owners to facilitate placement efforts.

H. Working Conditions:

The incumbent works in typical office environment, but may work with hostile or aggressive clients, patients, students, or trustees.

I. Knowledge, Skills and Abilities:

Knowledge of:

- community or facility resources and support services;
- environmental factors affecting applicants;
- American Disability Association (ADA);
- disabilities and how they effect individuals;
- medications and how these combinations can impact employment opportunities;
- adaptive equipment to overcome barriers to employment;
- reasonable accommodations and skills of blindness;
- major occupational groups, their essential requirements for successful performance, and availability of training programs;
- counseling and placement techniques.

Ability to:

- observe and evaluate physical capacities, education, work background, potential abilities, and interests of clients and to interpret these factors in terms of their occupational potential;
- develop and maintain effective relationships with coworkers, job applicants, employers, and representatives of public and private agencies;
- maintain accurate records.